

University of Mississippi



To the Friends of learning everywhere, Greeting:
Be it known that

Anna Christian Gibson

having completed the required course of study, is this day, by action of the
Faculty and of the Board of Trustees, declared a

Juris Doctor

of the University of Mississippi and is admitted to all the rights and privileges
belonging to this degree.

In testimony whereof is awarded this diploma duly certified by the signatures of
the proper officers, and the seal of the University, affixed this the eighth day of
May, in the year of our Lord 2004 and in the 156th year of the University.

FOR THE TRUSTEES

[Signature]



FOR THE FACULTY

[Signature]

[Signature]



THE MISSISSIPPI BAR

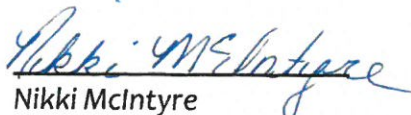
Post Office Box 2168
 Jackson, Mississippi 39225-2168
 Telephone (601) 948-4471
 Fax (601) 355-8635
 E-Mail info@msbar.org
 Website www.msbar.org

Letter of Good Standing

TO WHOM IT MAY CONCERN:

As of the date below, the attorney named is a member in good standing of The Mississippi Bar on **Active** status.

Anna C Gibson, Mississippi Bar Identification Number **(101460)** was admitted to practice law, **October 12, 2004**.


 Nikki McIntyre
 Membership Administrator

Date 09/13/2016



Official Seal of
 Mississippi Bar



HORNE

 SPILMAN THOMAS & BATTLE
 ATTORNEYS AT LAW

 Dewberry

 smithcochranhicks PLLC
 CERTIFIED PUBLIC ACCOUNTANTS

 NEEL-SCHAFFER
 ATTORNEYS AT LAW

FIRM

HORNE LLP
November 2006 – Present

AREAS OF EXPERTISE

- Process Automation
- IT Project Management
- OnBase ECM
- C#, VBScript, MS SQL

YEARS OF EXPERIENCE

- 14

EDUCATION

- B.S. Computer Science,
Millsaps College

CERTIFICATIONS

- Project Management
Professional

PROFESSIONAL AFFILIATIONS

- Project Management Institute,
Central Mississippi Chapter
(2009)

PROJECT SPECIFIC EXPERIENCE

Bill has served as an IT Project Manager in the Government Services division of HORNE since 2006. He has worked with the networking and enterprise content management systems developed and maintained to support multiple federally-funded disaster recovery assistance projects. His focus is to support the IT needs of the team members for each project by developing solutions to automate processes for project teams.

Bill has more than 14 years of experience in the information technology industry. He also brings six years of experience in project management, maintaining a PMP certification since 2009.

IT Project Manager, HORNE, November 2006 - Present

Bill is an IT liaison for program managers and directors and works with them along with the process team to define processes. In his role, he gathers requirements for development; tracks and reports on development progress; documents development processes; manages development and system support staff; and manages development deployment and updates rollout. He also conducts walkthroughs of new development for program managers and directors; completes development updates; completes ad hoc reporting requests; and manages system upgrades.

Senior PC/LAN Analyst, Southern Farm Bureau Casualty Insurance Company, Ridgeland, Mississippi, June 2001 -November 2006

At Southern Farm Bureau, Bill was responsible for maintaining, patching, and repair or replacement of servers located in the SFB Data Center. He managed user accounts, groups, and shared active directory. He was responsible for mission-critical data backups for systems using Symantec backup solutions SAN storage to ensure data integrity. Bill assisted with the virtualization of servers using VMWare and was responsible for building, repairing, and maintaining server hardware. He maintained print server and network printing hardware. Bill worked with a team to meet SLA goals and perform escalations in the event of an outage and served as the Disaster Recovery team leader for recovery of IT services.

MILLSAPS COLLEGE



To all to whom these presents shall come, greeting:

Be it known that

William Bedford Wadlington

having completed the prescribed course of study and passed the requisite examinations
is entitled to the degree of

Bachelor of Science

and is hereby admitted to all the rights and privileges thereof.

Done at Jackson, Mississippi, this 10th day of May, 2003

Witness the seal of Millsaps College and the signatures of the
Faculty and Trustees
hereunto affixed.

Maurice Hall
Chairman of the Board

Frances Lynne Tauscher
President of the College

Richard A. Smith
Dean of the College



FIRM

HORNE LLP
November 2010 – Present

AREAS OF EXPERTISE

- Disaster Recovery Grant Reporting System (DRGR)
- CDBG Disaster Recovery Project/Program Management
- CDBG Disaster Recovery Procurement
- CDBG Disaster Recovery Labor Standards
- CDBG Disaster Recovery Process Development
- Oversight Compliance on local, state and HUD regulations
- Program tracking
- Program reporting to the state and federal government
- Program budgeting and forecasting
- Financial analysis and monitoring

YEARS OF EXPERIENCE

- 7

EDUCATION

- AAS, Accounting, Business Administration, Schoolcraft College, 2007

REGISTRATION/CERTIFICATION

- Certified Fraud Examiner

PROFESSIONAL AFFILIATIONS

- Association of Certified Fraud Examiners
- Association of Government Accountants

PROJECT SPECIFIC EXPERIENCE

Bob is a manager with experience in all phases of disaster recovery projects, including team development, office build-outs, team training, client communications, and budget analysis and monitoring, with a strong emphasis in program reporting. He works directly with the client to determine and develop reports and reporting processes. He tracks and maintains reporting systems to ensure accurate subrecipient reports and provides the client and HUD with clear, concise, accurate program reports on semi-weekly, quarterly, semi-annual, and annual intervals. He develops IT processes based upon program requirements to ensure program functionality.

Manager, HORNE, Mississippi Development Authority (MDA), CDBG Disaster Recovery Program, Long Term Workforce Housing (LTWH), Biloxi, Mississippi, January 2015 - Present

Bob serves as the program manager on the remaining projects under the LTWH program. He oversees the remaining funds and works with the projects to get them closed out. While serving as the program manager, 5 projects have been successfully closed out. Bob participated in a HUD audit of the program with a result of no findings or concerns.

Manager, HORNE, MDA, CDBG, Disaster Recovery Program, 2008 Storms (Gustav), Jackson, Mississippi, January 2015 - Present

Bob serves as the program manager on the Gustav programs. He manages a portfolio of nine projects totaling \$5.7 Million in funding, which includes \$3.9 Million in Disaster Relief Emergency Funds (DREF). The portfolio consists primarily of infrastructure projects, and also includes one residential, rehabilitation project. He manages the projects through closeout and has participated in a HUD audit of the projects with a result of no findings or concerns.

Manager, HORNE, New Jersey Department of Community Affairs (NJ DCA), Sandy Recovery Division, Trenton, New Jersey, July 2013 - Present

Bob works as a consultant to the State of New Jersey in the Sandy Recovery Division. He provides oversight on the Sandy Integrated Recovery Operations and Management System (SIROMS) to ensure program compliance for the \$3.2 billion in federal funding, as well as, assists with the federal reporting in the Disaster Recovery Grant Report (DRGR) System. He trains NJDCA staff on the DRGR process and requirements. Bob also advises on, and assists with, the entering of the Action Plan and amendments in DRGR. He also oversees staff reviews of funding requests from program activities.

Manager, HORNE, Mississippi State Port Authority, Biloxi, Mississippi, June 2013 - September 2013

Bob monitors the Port of Gulfport Restoration Project to ensure compliance in all CDBG program requirements, (i.e. Labor Standards, Equal Opportunity, Fair Housing, Environmental, Financial Management, Procurement, and Citizen Participation, and National Objective). He researches the code of federal regulations, state laws, federal program requirements, and contract requirements to ensure compliance with all regulations. He tests program documents and reviews processes and procedures to verify the establishment of adequate internal controls, to ensure procedures are being performed accurately and correctly. He also tests and verifies the appropriate expenditure of project funds.

Manager, HORNE, Mississippi Department of Marine Resources, Biloxi, Mississippi, April 2013 - Present

Bob was the project manager overseeing an assessment of the agency's operations. He worked closely

with the Executive Director, agency staff and the State Auditor's Office to assess the agency's activities, funding and reporting. The project resulted in a 69-page report detailing issues and recommendations to resolve those issues. He continues to work with the agency to oversee the implementation of the recommended changes in staff, processes, and reporting.

Project Manager, HORNE, Texas General Land Office, Lower Rio Grande Valley Development Council Disaster Recovery Housing Program, Round 2.2, Weslaco, Texas, September 2011 – April 2013

Bob was the Project Manager on a \$122 million program to rebuild, reconstruct, and relocate 815 applicants, throughout three counties, with homes damaged by Hurricane Dolly. He worked closely with local and state officials on a needs assessment to determine the targeted areas for the program. He oversaw the program from team development through outreach and applicant eligibility. He also coordinated with the construction team and developed processes to maintain efficiency while ensuring program compliance with federal, state and local regulations.

Manager, HORNE, Texas General Land Office, City of Houston Disaster Recovery Housing Program, Round 1, Houston, Texas, September 2011 – April 2013

Bob conducted reviews of subrecipient requests for cash and for funds improperly drawn down. These reviews resulted in recommendations to the state for re-classification of \$500 thousand in funds paid out.

Manager, HORNE, MDA, CDBG Disaster Recovery Program, Neighborhood Home Program, Biloxi, Mississippi, March 2011 – September 2011

Bob worked with the Mississippi Development Authority to track and manage high priority Neighborhood Home Program cases. He worked with local officials for applicants in danger of losing their homes due to code violations. He developed a process to track and report on applicants within multiple programs. He drafted program progress and forecast reports for the state and HUD. Bob developed IT processes for program reporting and data collection. He trained case management subrecipients on data collection processes.

Project Coordinator, HORNE, MDA, CDBG Disaster Recovery Program, Long Term Workforce Housing, Biloxi, Mississippi, November 2010 – December 2014; Kinetic, October 2008 – November 2010

Bob served as a project coordinator on the Long Term Workforce Housing Program. He managed a portfolio of thirteen local, not-for-profit, and for-profit projects totaling \$67 million in funding. His portfolio consisted of three rehabilitation projects, one case management project, six single-family and two multi-family new construction projects, and one homebuyer assistance project representing over 1,500 units throughout six counties. Bob trained, assisted, and oversaw compliance of these projects regarding administration, policy development, applicant and tenant income verification, Area Median Income (AMI), Fair Market Rents (FMR), requests for cash, reporting and recordkeeping, applicant eligibility, financial management, document management, labor standards and closeout. He worked with and trained MDA staff in DRGR reporting and oversaw all DRGR reporting to ensure accuracy for all projects within the LTWH program. Bob worked with IT to develop an electronic request for cash process. He drafted program manuals and created processes to ensure program compliance and consistency. Bob also worked closely with the MDA's monitoring team to assist with internal audits.



FIRM

Jeanie Smith Consulting, LLC
1206 Gerrit's Landing
Brandon, MS 39047
601.201.6481
Jeanie500@comcast.net

AREAS OF EXPERTISE

- Former HUD Assistant Director Disaster Recovery and Special Issues
- HUD Senior Policy Advisor for Compliance and Monitoring Oversight
- CDBG Disaster Recovery Policy Analyst
- HUD Community Planning and Development

YEARS OF EXPERIENCE

- 37

EDUCATION

- BS, Business Administration, Mississippi College
- BA, Business Administration, Mississippi State University

REGISTRATION/CERTIFICATION

- Harvard University – Cambridge, Massachusetts, Kennedy School of Government, Community Development Specialty Certification

RELATED EXPERIENCE

Jeanie Smith is a professional with over 37 years of experience with HUD assistance programs. Jeanie Smith Consulting, LLC obtained WBE certification in 2010 and has retained that certification.

She has most recently worked with the Illinois Department of Commerce and Economic Opportunity's Disaster Recovery Program where she had the major responsibility of program startup involving coordination with the Department Assistant Director and training of State and contractor staff, and continues to provide program management and oversight services today.

Jeanie has provided policy guidance on Infrastructure, Housing, Economic Development, Monitoring and Compliance and Closeout activities and has played a major role in Community Stabilization Program design and implementation, the Business Assistance Program design and startup, and updating of program administrative manuals, specifically the Monitoring and Closeout Handbook.

Previously, Jeanie worked for HUD for 14 years with four of those years as the Assistant Director of the Disaster Recovery and Special Issues Division for HUD. In this role she managed a staff of high-level Washington D.C. assigned disaster specialists and more than \$20 billion in special disaster funding. Jeanie oversaw allocation for flood and hurricane-related appropriations across the states of Mississippi, Louisiana, Texas, Alabama, and Florida.

She reviewed requests by states for disaster-related waivers, suspension of requirements, sanction actions, and provided recommendations to the disaster recovery director. She reviewed HUD OIG audits and assisted in negotiating final audit recommendation. Jeanie was responsible for final policy decisions and recommendations on all monitoring decisions, oversight, questions, concerns, and issues. She developed training programs and trained those involved in making judgments concerning disaster assistance programs.

Prior to Katrina, Jeanie was Field Office Director for CDBG in Mississippi for ten years, and Director of the State of Mississippi CDBG office for five years.

Jeanie earned a Community Development Specialty Certification from the Harvard, Kennedy School of Government. She also took the HUD multi-family development intensive course at the University of Maryland.

She received Supervisor of the Year 2008 – Community Development from HUD as well as the HUD Award for Excellence in Community Development.

Mississippi College

To all whom these presents may come Greeting

Be it known that

Jeanie Evans Smith

having completed the course of study required by this Institution
for the degree

Bachelor of Science in Business Administration

and by order of the Board of Trustees is awarded said degree
together with this

Diploma

In witness whereof our signatures are hereunto affixed at
Clinton, Mississippi, this nineteenth day of May, A.D., 1984.

J. M. Hederman Jr.
President Board of Trustees

Sheldon R. ...
Dean



Lewis Nobles
President

Charles K. Martin
Vice President for Academic Affairs



OUTSTANDING COMMUNITY PARTNERSHIP AWARD

is hereby presented to

JEANIE E. SMITH

in recognition of

*your extraordinary effort, creativity, innovation and dedication
in helping the Office of Community Planning and Development to
move towards new partnerships with communities.*

NATIONAL HOUSING AND COMMUNITY DEVELOPMENT CONFERENCE

MARCH 30, 1994

The Department of Housing and Urban Development
Office of Community Planning and Development

A handwritten signature in black ink, appearing to read "A. E. Smith", is written over a horizontal line.

Assistant Secretary

POSITION DESCRIPTION

ASSISTANT DIRECTOR (DISASTER RECOVERY AND SPECIAL ISSUES), GS-0301-14

SETID	HUD01	JOB CODE	HD0111	DATE	11/06/2006	OPM CERT #			
PAY PLAN	GS	SERIES	0301	GRADE	14	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	Assistant Director (Disaster Recovery and Special Issues)								
SPVY LEVEL	Supv/Mgr	POSITION SENSITIVITY	NCrit Sens	LEO POSITION		MEDICAL CHECK REQ.	No	BUS CODE	8888
FLSA	Exempt	PATCOB	Admin	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	
CLASSIFIER	Marlene D Thrash								
CLASS STANDARD	GENERAL SCHEDULE SUPERVISORY GUIDE								
DATE CLASSIFIED	11/06/2006								

MAJOR DUTIES

Assistant Secretary for Community Planning and Development
Office of Block Grant Assistance
Disaster Recovery and Special Issues Division
Assistant Director, GS-301-14

I. Introduction:

The Office of Block Grant Assistance (OBGA) is located in the Office of Community Planning and Development (CPD), the functions of which are described in HUD Handbook 1100.3 Rev. The principle program for which the Office is responsible is the Community Development Block Grant Program (CDBG) including the Section 108 Loan Guarantee Program. The Office is also responsible for the Disaster Assistance appropriations technical assistance programs related to CDBG, processing ARC grants, financial management expertise for all of CPD and other special programs from time to time. OBGA's role is to provide advice and recommendations to the Assistant Secretary, other elements of the Department and to the field on legislation program policy, procedures and evaluation of assigned programs. These functions are administered through the immediate Office of the Director, and four components, consisting of the Entitlement Communities Division, State and Small Cities Division, Financial Management Division and Disaster Recovery & Special Issues Division.

The Assistant Director reports to the Director of the Disaster Recovery & Special Issues Division and carries out the below listed tasks to assist the Director in managing the Division and supporting the programs of the Office.

II. Major Duties and Responsibilities:

- A. Provides advice and guidance concerning the interpretation of policies, rules, and regulatory provisions. This includes direct communications and correspondence with field staff, grantees, public interest groups, and others.
- B. Develops concepts and approaches to assessing performance outcomes for the division with respect to its assigned programs.
- C. Monitors and evaluates recipients of CPD Programs and other grants. This process requires planning, scheduling, conducting on-site reviews, analyzing information, coordinating and leading group activities and recommending subsequent actions.
- D. Assists the division director in providing ongoing oversight and policy direction to the field on assigned programs and funds authorized for disaster recovery.
- E. Responds through the division director to complex and frequently sensitive written and oral inquiries from grantees, all levels of government, and the private sector, and written inquiries from Congress.

Jeanie E. Smith
Vacancy No. OS-MST-98-0003

SPECIAL SKILLS, ACCOMPLISHMENTS AND AWARDS (Continued)

HUD Performance Awards

- Outstanding Performance Awards FY93, FY94, FY95, FY96
- Certificate of Recognition-CPD Assistant Sec. Erben
FY93
- Certificate for Excellence in Performance FY93
- Certificate for Superior Accomplishment FY92
- Certificate for Excellence in Performance FY90
- Certificate of Appreciation FY89
- Certificate of Appreciation FY90

Certificates of Training/HUD Academy

- University of Maryland Community First Leadership
Program - 160+ hrs. - 1996
- CPD Field Management Training 1995
- CPD Information Management System Training 1992
- Consolidated Planning 1994
- Management Performance and Integrity Training 1994
- Technical Training For Managers 1993
- Legislative and Program Changes for Homeless 1993
- Problem Analysis and Decision Making 1991
- EEO and Affirmative Employment for HUD Managers and
Supervisors 1993
- Effective Leadership Seminar 1991
- Interpersonal Managing Skills 1989
- *Plus numerous programmatic training courses

Certificates of Training/HUD Field Office

WORD BASIC
WINDOWS 95
WORD EXCEL
POWERPOINT
CPS/MAPTITUDE
CIMS
LOTUS NOTES (UM)
DBASE III Plus 1991
LOTUS 1-2-3 1991

Certificate of Management Training, Mississippi State Personnel
Board

Certificate of Contract Law and Procedures, Mississippi
Management Assistance and Training Institute

Certificate of Train-the-Trainer Workshop, National Governor's
Workshop

FIRM

HORNE LLP
June 2008 to Present

AREAS OF EXPERTISE

- HUD CDBG statutory and regulatory guidance
- Public Administration
- Economic Development
- Community Planning
- Stafford Act Compliance
- HUD national objectives and income eligibility requirements
- CDBG policy and process development
- CDBG technical assistance
- Regulatory and programmatic analysis
- Financial Accounting
- Duplication of Benefits

YEARS OF EXPERIENCE

- 36

EDUCATION

- BS, Business Administration, National College of Business
- Housing and Community Development Executive Training Program, University of Maryland
- Community First Leadership Program, DePaul University

PROJECT SPECIFIC EXPERIENCE

Alan provides CDBG guidance and assistance to ensure compliance with HUD regulations. He assists with interpreting policies and procedures to support successful CDBG programs. Alan has provided authoritative CDBG guidance on our Mississippi MDA projects as a result of Hurricane Katrina, our projects in Texas as a result of Hurricane Ike and more recently HORNE's support to New Jersey and New York as a result of Hurricane Sandy. Alan has over 30 years of experience in public administration working with units of local government, non-profit and private sector companies in a variety of professional and managerial positions. His focus is primarily on community and economic development, affordable housing, environmental issues and public/private partnerships.

Director, U. S. Department of Housing and Urban Development, Office of Community Planning and Development, Minneapolis, Minnesota, 1998-2008

Alan was responsible for the administration and management of all Community Planning and Development (CPD) programs within the geographic jurisdiction of the Minnesota Office of CPD. CPD programs include: all programs under Title 1 of the Housing and Community Development Act of 1974, as amended, including the Community Development Block Grant (CDBG), (Entitlement, State, and HUD-administered Small Cities programs), Technical Assistance Programs and other discretionary programs as assigned under Section 107; all programs under the Cranston-Gonzales National Affordable Housing Act of 1990, as amended, assigned to CPD to administer and manage including HOME; all homeless assistance programs assigned to CPD for administration and management. Responsibilities included implementation of Executive Order 12372, economic development initiatives and activities, and the development and implementation of the Consolidated Plan and strategies. Responsibilities were performed in conformance with established policies, procedures, and standards which were directed toward encouraging well-planned integrated neighborhoods and communities through improved community planning, management, and development processed at the local, area wide, and State level. Developed and implemented an integrated Business and Operating Plan and Grants Management System. Directed and managed staff through subordinate supervisors. Knowledge of administrative support functions such as management systems, personnel, budget, and planning. Conducted briefings and presented information on policy and procedures to high local officials within HUD, representatives of state and local government, private sector, and the public.

Program Manager, U. S. Department of Housing and Urban Development, Office of Community Planning and Development, Minneapolis, Minnesota, 1988-1998

Alan's duties included planning and preparing the annual documents for the Community Development Block Grant in accordance with HUD regulations, including requests for proposals, development of priorities, and local goals and objectives. He also coordinated the review and approval process with appropriate City staff, non-profit agencies, the Community Development Commission, and the City Council.

Alan was responsible for overseeing, preparing, and coordinating the preparation of documents for federal and state governments including the Grantee Performance Report (GPR), Three-Year Consolidated Plan, Citizen Participation Plan, and the Relocation and Anti-Displacement Plan. He ensured program compliance with all federal and other regulations and requirements. He developed plans and coordinated the Home Investment Partnerships Act (HOME) Program, including program design and submittal of documents to HUD for funding.

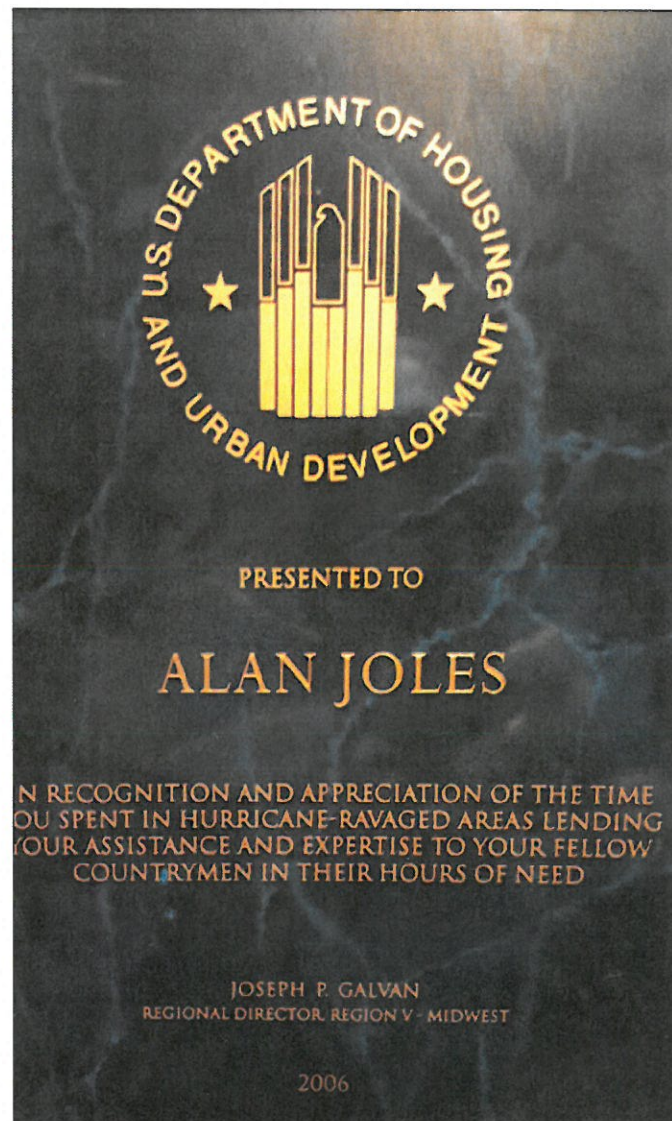
Alan managed the development, planning, and program administration of other community development, economic development, and housing programs as assigned. He was responsible for overseeing housing and community development contracts and agreements with outside agencies. He served as staff liaison to HUD inquiries to resolve programmatic issues; and assisted in administrative and fiscal audit reviews conducted by HUD as well as other City-hired auditors.

Alan prepared environmental reviews for CDBG, HOME, and other community development programs and projects, including reviews for in-house housing rehabilitation and new construction programs. He managed, analyzed and prepared the budget for Housing and Community Development. He directed the work of professional staff in the community development programs. Alan prepared and directed the development and review of local Housing and Community Development documents, policies, and procedures. Alan has over 30 years of experience in public administration working with units of local government, non-profit and private sector companies in a variety of professional and managerial positions. His focus is primarily on community and economic development, affordable housing, environmental issues and public/private partnerships. He provided technical assistance to CDBG grantees and third-party contractors.

Alan maintained knowledge of basic principles and practices of economic development, community development, and housing and regulations governing federal, state, and locally funded economic and community development and housing programs, including HUD regulations, Fair Housing Act, and Community Development Block grant program regulations, policies and procedures.

Financial Analyst, U.S. Department of Housing and Urban Development, Office of Community Planning and Development, Minneapolis, Minnesota 1977 – 1988

Alan assisted in the analysis of financial data and extracted and defined relevant information; interpreted data for the purpose of determining past financial performance and/or to project a financial probability. He reviewed costs and performed cost benefit analysis related to projects and/or programs. He reviewed indirect cost allocation plans for units of local governments and non-profit organizations. He performed statistical, cost, and financial analysis of data reported in the various financial systems. Alan developed financial reports for forecasting, trending, and results analysis. He recorded, classified, and summarized financial transactions and events in accordance with generally accepted accounting principles. He interpreted financial transactions and events for users who needed to make economic or business decisions. He applied a working knowledge of applicable laws and regulations; verified documents for completeness and compliance with government and private agencies. Alan used various software applications, such as spreadsheets, relational databases, statistical packages, and graphics packages to assemble, manipulate and/or format data and/or reports.



U.S. Department of Housing and Urban Development

Certificate of Recognition

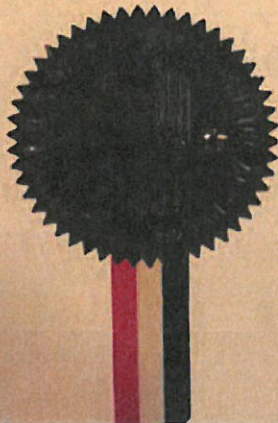
Presented to

Alan Joles

You are commended for your outstanding contribution to the Headquarters CPD Financial Management Training on Indirect Cost Allocation Plan Review.

Your comments and recommendations for the concept and design phase of the Training were insightful and reflected careful preparation and thorough knowledge of a difficult subject. Additionally, your lead role in the development and delivery of the Review of Central Service Cost Allocation Plans and Indirect Cost Proposals was invaluable and contributed to the quality training received by the HUD Field staff.

The high degree of professionalism you displayed in the conduct of this Training reflects credit upon yourself, your Office and the Department.



Jack R. Stokvis
 Jack R. Stokvis
 General Deputy Assistant Secretary
 for Community Planning and Development

December 12, 1986



Outstanding Service Award

Presented to

Alan L. Joles

Office of Community Planning and Development

Mr. Joles is recognized for his outstanding contribution to CPD and the Department and for 36 years of dedicated service to HUD customers.

January 2008

Nelson R. Bregón

General Deputy Assistant Secretary
Office of Community Planning and Development

FIRM

HORNE LLP
August 2013 – Present

AREAS OF EXPERTISE

- National Disaster Resilience Competition
- CDBG statutory and regulatory Requirements
- Unmet Needs Assessment & Action Plan Development
- HUD national objective and income eligibility requirements
- FEMA, SBA and private insurance practices related to disaster claims
- Verification/Duplication of Benefits Review
- Project oversight and monitoring
- Program design and contract administration
- Planning Consultant
- Bilingual (English/ Spanish) both spoken and written

YEARS OF EXPERIENCE

- 15

EDUCATION

- BA, English Literature, University of Texas
- MA, Latin American Studies, University of Texas
- MS, Community and Regional Planning Program, University of Texas

PROJECT SPECIFIC EXPERIENCE

Monica is a senior manager in the Government Services practice group at HORNE where she works with states and municipalities in support of disaster recovery projects.

Monica recently participated in the HUD/ Rockefeller Foundation, National Disaster Resilience Competition (NDRC) Resilience Academies as a subject matter expert and facilitator to the HUD NDRC applicants. She has overseen the development of multiple Action Plans and Unmet Needs Assessments for Disaster Recovery and is highly skilled in program design.

Monica joined HORNE in 2013 and prior to her involvement in disaster recovery management and compliance, worked with the State of Texas General Land Office, Department of Housing and Community Affairs, and Texas Department of Rural Affairs.

State of South Carolina, Action Plan & Unmet Needs Assessment, March 2016 – July 2016

Monica is part of the kick-off team developing the State of South Carolina's Action Plan for Disaster Recovery, which includes a comprehensive Unmet Needs Assessment, to address their October 2015 floods. She has established a team and developed project management and compliance tools to ensure successful development of the Action Plan for the state.

New York Governor's Office of Storm Recovery, NY Rising Housing Recovery Program, March 2014 – September 2015

Monica oversaw successful Case Management change management for a multi-million-dollar vendor transition affecting 300 employees, nine office locations, and 17,000 program applicants in a politically sensitive environment. She oversaw the creation and implementation of policy and procedural improvements in support of the New York Rising program design. As Director of Case Management, she provided authoritative guidance to the program management team on policy requirements in order to ensure compliance, customer service and consistency.

Colorado Department of Local Affairs, Action Plan & Unmet Needs Assessment, December 2013 – February 2014

Monica led the development of the State of Colorado Action Plan for Disaster Recovery, which included a comprehensive Unmet Needs Assessment, to address their September 2013 floods. This included working with the State to conceptualize and design their program in compliance with HUD requirements in an expedited fashion. Monica also helped the State identify areas of unique need and assisted with the submittal of a waiver request, which the State received, to conduct tourism-related activities. The thoroughness of the team's Unmet Needs Assessment facilitated the State's receipt of \$257.5 Million of additional funding for recovery.

Program Development Manager, State of Texas, Disaster Recovery Program, General Land Office, Austin, Texas, September 2011 – July 2013

Monica was the Manager of Program Development for the Disaster Recovery Division, which included over \$3.1 Billion in Community Development Block Grant hurricane recovery funds for housing, infrastructure, planning, and economic development and \$30 Million for wildfire recovery.

Monica used interpersonal and negotiation skills to develop complex, politically-sensitive programs with multiple stakeholders, including fair housing and disability advocates, non-profits, and local government representatives.

She was responsible for overseeing program design and the development of long-term and strategic goals, policies and procedures, Action Plans, benchmark measures, innovation, and efficiencies using Six Sigma and other processes, and strengthening programmatic and management capacities through staff development and long-term planning.

Monica participated in key program decisions, representing the agency in multiple capacities. She hired personnel and set target salaries. She oversaw teams of staff and consultants on key program areas.

Grant Manager, State of Texas, Texas Department of Housing and Community Affairs, Austin, Texas, February 2011 – September 2011

Monica managed approximately \$360 Million in contracts for emergency housing programs. The contract portfolio was tripled within her first month on job due to her demonstrated experience and capacity.

She developed and implemented performance plans to ensure timely and efficient grantee performance and compliance with contractual obligations, including organizing and leading embedded “strike teams.”

She provided expert-level consultative services and technical assistance to awardees to plan and implement effective disaster recovery programs.

Senior Program Analyst, State of Texas, Texas Department of Rural Affairs, Austin, Texas, January 2009 – February 2011

Monica provided authoritative guidance on the creation and implementation of the Disaster Recovery Program for communities affected by Hurricanes Dolly and Ike. She oversaw and participated in the design of the program, including creating timelines and procedures in compliance with federal implementing regulations.

She acted as liaison between regional and local governments, consultants, and residents to establish distribution of funds and eligible activities. She created applications, guides, and led interactive workshops with hundreds of participants.

Monica oversaw the review and approval of subgrantee applications for the infrastructure program and directed the performance of engineers and project-management consultants as part of a \$144 Million State subcontract.

Program Development Specialist, State of Texas, CDBG Program, Texas Department of Rural Affairs, Austin, Texas, April 2006 – December 2008

Monica managed \$2.3 Million fund for water and wastewater infrastructure. She developed program guidelines, performed community outreach, reviewed applications, conducted project-specific site assessments, and prepared contracts and awards. Under her leadership, the program was allocated an additional \$6 Million in funding.

She developed grant awards for State CDBG programs. She conducted training, reviewed and scored applications, produced reports, evaluated agency programs and recommended appropriate changes.



THE UNIVERSITY OF TEXAS AT AUSTIN

has conferred on

Monica Dolores Bosquez

the degree of

Master of Science in Community and Regional Planning

and all the rights and privileges thereto appertaining.

*In Witness Whereof, this diploma duly signed has
been issued and the seal of the University affixed.*

Issued by the Board of Regents upon Recommendation of the Faculty.

AWARDED ON THIS TWENTY-FIRST DAY OF MAY, 2011

W. Eugene Powell
CHAIRMAN, BOARD OF REGENTS

William C. Miller
PRESIDENT

Frederick B. Lippert
CHANCELLOR

Victoria R. Rouse
DEAN



THE UNIVERSITY OF TEXAS AT AUSTIN

has conferred on

Monica Dolores Bosquez

the degree of

Master of Arts

and all the rights and privileges thereto appertaining.

*In Witness Whereof, this diploma duly signed has
been issued and the seal of the University affixed.*

Issued by the Board of Regents upon Recommendation of the Faculty.

AWARDED ON THIS TWENTY-FIRST DAY OF MAY, 2011

Wesley Powell
CHAIRMAN, BOARD OF REGENTS

William H. Miller
PRESIDENT

Francisco S. Cigarroa
CHANCELLOR

Victoria R. Rios
DEAN



HORNE

SPILMAN THOMAS & BATTLE
ATTORNEYS AT LAW

Dewberry

smithcochranhicks PLLC
CERTIFIED PUBLIC ACCOUNTANTS

NEEL-SCHAFFER
ATTORNEYS AT LAW

FIRM

Spilman Thomas & Battle, PLLC
1997 – Present

YEARS OF EXPERIENCE

- 25

EDUCATION

- West Virginia University, B.S., Finance, 1987
- University of Pittsburgh, J.D., 1991

ADMISSIONS

- West Virginia State Bar
- West Virginia Supreme Court of Appeals
- United States District Court for the Southern District of West Virginia
- United States Court of Appeals for the Fourth Circuit

Michael's primary areas of practice are state and local government and community relations, business, land use planning and administrative law centering on economic and community development.

REPRESENTATIVE EXPERIENCE

- Drafting and promoting legislation and administrative rules before the West Virginia Legislature and Executive Branch
- Negotiating business site locations and expansions involving incentive application, property acquisition, tax and land use planning issues
- Representing diverse mix of business clients during formation, sale, purchase, merger and dissolution activities
- Establishing United States operating entities for international clients and facilitating foreign trade zone establishment and use
- Representing business clients on state and local tax issues including business and occupation, sales, service, valuation, assessment and credits
- Drafting and promoting The Marcellus Development Act
- Drafting, reviewing and providing commentary on Marcellus Shale legislation, regulations and rules

GOVERNMENT EXPERIENCE

- Associate General Counsel, General Counsel and Deputy Chief of Staff to the Office of Governor Gaston Caperton, 1994 – 1997
- General Counsel to the West Virginia Development Office, 1993 – 1994
- Assistant and Senior Assistant Attorneys General, 1991 – 1993

PROFESSIONAL AFFILIATIONS

- The High Technology Foundation, Board of Directors, 2015 – present
- Charleston Inter-Regional Chamber of Commerce, Chairman (2008 – 2014), Board of Directors, 2004 – Present
- Charleston Area Alliance, Chairman, Executive Committee, Board of Directors, 2004 – Present
- Vision Shared, Inc., Board of Directors, 2006 – 2014
- Discover the Real West Virginia, Board of Directors, 2009 – Present
- Young Presidents' Organization, Mountain State Chapter, 2008 – 2011
- West Virginia State Bar, Administrative and Legislative Law Committee, 1993 – 2000

DISTINCTIONS

- Listed in *The Best Lawyers in America* in the areas of Government Relations Law and Mergers & Acquisitions Law
- Recognized by *Chambers USA – America's Leading Lawyers for Business* for Corporate/Commercial Law
- Listed in *West Virginia Super Lawyers* for Business/ Corporate and Government/ Cities/ Municipalities

FIRM

Spilman Thomas & Battle, PLLC
2011 – Present

YEARS OF EXPERIENCE

- 30

EDUCATION

- West Virginia University, B.S.,
Business Administration,
1978
- West Virginia College of
Graduate Studies, M.B.A.,
1986

As Director of Public Policy, Jane is a key leader of the Regulatory Compliance Group; she is also active in the firm's Public Policy, Advocacy & Reform Group and its Government Relations Practice.

PROFESSIONAL EXPERIENCE

- Consulting with insurance companies and other regulated entities on licensing and compliance issues, developing strategy to satisfy regulatory requirements and providing trend analysis
- Monitoring public policy and legislative developments regionally and nationally that affect insurance and other industries
- Providing guidance on state government systems and processes and broad knowledge of government structure and relationships
- Providing expert witness testimony for insurance industry clients
- Serving as Chief Executive Officer for West Virginia Offices of the Insurance Commissioner, the state government agency responsible for licensing and regulating the insurance industry and protecting insurance consumer's interests
- Serving in numerous leadership roles at the National Association of Insurance Commissioners and as its President during the development of the Medical Loss Ratio and other requirements in the PPACA
- Leading the efforts to pass and implement legislation that led to the successful privatization of West Virginia's workers compensation system for the benefit of claimants and employers
- Participating in the development of a solution to alleviate the medical liability crisis
- Successfully proposing legislation that established a High Risk Pool providing health insurance for at-risk individuals
- Was a leader in the establishment of the Interstate Insurance Product Commission, which is the uniform standard-setter for asset-based insurance products (e.g., life, annuity, disability income and long-term care)
- Operating a consulting firm, providing services as a government relations expert specializing in association management and governmental representation for national corporations, local businesses and local associations with interests from advertising to waste hauling and recycling
- Serving as Chief Executive and operational officer for West Virginia Division of Motor Vehicles, state government agency responsible for titling and licensing of vehicles and licensing and monitoring of drivers for the purpose of promoting highway safety and revenue collection for highway maintenance and construction

PROFESSIONAL AFFILIATIONS

- National Association of Insurance Commissioners (NAIC), 2001 – 2011; President, 2010
- Leadership West Virginia, 2001
- Past-Chair, Management Committee of the Interstate Insurance Product Regulation Commission
- Former Member, Executive Committee of the International Association of Insurance Supervisors

DISTINCTIONS

- The Shannon Award, WV Independent Insurance Agents, 2014
- Paul Harris Fellow, 2003, 2010

